

Employee Suggestion No. 206

A. Summary of the Suggestion:

The suggester proposes that excess copies of the "News Highlights" prepared by the PY Staff be accumulated, instead of destroyed after use, and made into scratch pads for general Agency use.

B. Evaluation of Concerned Offices:

The Office of Logistics has supplied the following evaluation:

"This suggestion from a theoretical standpoint would seem to be excellent, however, when the administrative expense which would be involved in accumulating, assembling, and reworking such material is considered, it is doubtful whether or not there would be any substantial saving realized.

Most of the printed matter referred to in subject suggestion..... is printed on common mimeograph and spirit process type paper, which is very undesirable for longhand writing. Scratch pads are usually made from a cheap writing sulphite paper."

The Acting Chief, Psychological Warfare Division has provided further information to the Committee in the following:

"...Although this suggestion may appear worth while to the employee, it reflects the improper use of the "News Highlights" in that there actually should be very few extra copies if the proper use is made of this publication."

Following up on this suggestion, the Executive Secretary of the Committee as a result of a proposal from the Logistics Office in their memorandum relative to printing the "News Highlights" on both sides suggested to the Intelligence Branch, Psychological Warfare Division that the printing of the publication on both sides could provide the following:

- a. reduce the printing time involved in the reproduction of this publication.
- b. result in approximately a 50% saving in paper (over 500,000 pieces of legal size paper conserved yearly).
- c. facilitate the overseas pouching of a lighter-weight publication.

Based upon the above suggestions by the Executive Secretary, the proposal was investigated, found to be feasible, and adopted.

C. Recommendation:

Although the original suggestion was not adopted due to the above evaluation, the suggestion did result in beneficial action being taken to effect savings in an Agency operation. Therefore, a token award of \$25 in recognition of the suggester's interest in economy is recommended.

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